

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
OFFICE ASSISTANT  
SENATE REPUBLICAN POLICY OFFICE**

**The Office Assistant will perform the duties of a Floor Manager.**

**BASIC FUNCTIONS:**

Floor Manager duties include the creation and distribution of floor packets of analyses for bills on the Senate Floor, attending Senate Floor sessions, coordinating with a team of policy consultants by assigning and distributing bills referred to their policy committees, and providing general support functions. There are two floor managers and the policy office currently has one vacancy.

**DUTIES:**

There are many duties associated with the position of floor manager. These include, but are not limited to the following: Monitor the Senate Daily File for eligible bills to be voted upon on the Senate Floor; Work with a team of policy consultants to ensure that their analyses are completed on time; Compile, proofread and distribute the packet of analyses utilized by Republican Senators and staff; Excellent computer skills are necessary – this includes Microsoft Word, Excel, and other computer programs utilized within the legislature, such as LIS; Writing analyses for resolutions that are referred to the Senate Floor. The floor manager will take direction from the Policy Director and the Republican Leader's office.

**POSITION QUALIFICATIONS:**

Successful applicants must be detail-oriented, have a desire to learn, have the ability to multi-task, and work under deadlines. Working knowledge of the legislative process is preferred. The intensity of the work revolves around the legislative calendar.

**EDUCATION:**

High school degree required. Bachelor's degree preferred.

**PAY RANGE & FILING DATE:**

Salary starts at \$2,552 per month, plus excellent benefits. Applications will be accepted until the position is filled.

**SUBMIT COVER LETTER, RESUME, AND SENATE EMPLOYMENT APPLICATION**

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